

COUNTY MOTOR POOL USE PROCEDURES

Adopted March 3, 2020

I. SCOPE

All elected officials, department heads, division supervisors, employees and volunteers who use Mason County Motor Pool vehicles for County business and purposes shall follow these procedures and the Personnel Policy, Section 13. Vehicle Use Policy.

II. PURPOSE

County vehicles shall be operated in a safe manner consistent with local, state and federal laws. All accidents must be reported promptly according to the procedures outlined in the Accident Reporting Policy Form 13.24 and 13.30. Use of County vehicles shall be limited to County business and purposes.

Failure to comply with the provisions of this policy may result in actions to include; driver improvement programs, disqualification or suspension of driving privileges and discipline up to and including termination.

III. PROCEDURES

A. RESPONSIBILITIES

1. **The Support Services Director is responsible for implementing these procedures.**
2. **Elected Officials/Department Heads shall:**
 - a. Have discretion for authorization and/or removal of driving privileges for employee use of County vehicles used for County business, purpose or travel.
 - b. Ensure that all employees within his/her department who drive vehicles for County business and purposes are provided a copy of this policy and procedures. A copy of which will be filed in the employee's Personnel File
 - c. Ensure employees do not operate a vehicle for County business and purposes until he/she has signed the acknowledgement of receipt form. (Attachment A). A copy of which will be filed in the employee's Personnel File.
 - d. Ensure all statements of acknowledgement; copies of authorized employee valid driver's licenses of proper class and proof of insurance are kept on file in the Risk Management Department and are kept confidential.
 - e. Ensure that all damage to Motor Pool vehicles are reported to the Motor Pool Manager and Risk Management Department immediately and ensure all incidents / accidents and damage to County Motor Pool vehicles are reported to the elected official/department head.
3. **Vehicle Fueling**
 - a. Fueling is through WEX, a system that works with Enterprise. It can be used at most gas stations, available stations are listed on the card. The WEX card belongs in the vehicle, please keep it there in the folder provided. The operator will use a PIN assigned to the operator with the WEX card. This PIN is confidential and should not be divulged to anyone but the operator. The operator will enter the vehicle number and the mileage when the pump asks for it in order for the pump to dispense fuel.

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B. VEHICLE MAINTENANCE

1. Each vehicle will have a Maintenance Card (MMX) assigned to it. In case of an emergency, contact the Motor Pool Manager. The Motor Pool Manager will make appropriate arrangements with the Enterprise Maintenance Program to service the vehicle.
2. For basic unanticipated vehicle repair needs, it is the driver's responsibility to submit a repair ticket to Motor Pool Management. A request for a repair ticket can be completed at <http://helpdesk.mason.local/tickets/index.php>
3. Please load this address onto your computer or laptop. Create an account for yourself; it will then track your requests and make it easier each time you login.

Process to login:

- Login in
 - "Open a New Ticket"
 - Select a Help Topic--- Motor Pool
 - Add vehicle number
 - Add Department-location vehicle will be left at for MP to pick up.
 - Add an Issue
 - Issue Summary; keep it basic
 - Add any notes on the specific issue reference the vehicle; special contact info for you if you want
 - You may add a photo or two if needed.
 - Hit create ticket
4. Motor Pool Management will schedule standard operating maintenance such as oil changes, brake service and other standard service
 5. If needed, Motor Pool Management will have a replacement vehicle available to use.

C. MOTOR POOL BILLING

1. The Motor Pool billing will be received and paid by Support Services out of each Elected Official or Department's budgets per Resolution No XXX. The invoicing will be emailed to departments and vouchered by Support Services.

D. DRIVING RECORDS

1. Mason County is self-insured for non-leased vehicles and Police Pursuit Vehicles for automobile physical damage. Leased Vehicles will be insured by third party insurance provider. Authorized operators of County owned or privately owned vehicles for County business and purposes may have their driver abstract requested from the Department of Licensing per RCW 46.52.13.